Evaluation Statement

Position Description
Branch Manager, CMB

Labor Category/FLSA: E

_____Current or __X__Proposed Specific Description

Date Prepared: 06/26/2003

Approving Official: Marcia Gosha-Caldwell **Signature:** [signature]
Title: HR Specialist

Standards Used: General Schedule Supervisory Guide, dated 4/98, PCS for Engineering Group, GS-0800, dated 3/90 and Industrial Engineering Series, GS-0896, dated 1/75

Position Title/Series/Grade: Supervisory Engineer, GS-0801-13

The proposed title, series and grade for the position is General Engineer, GS-0801-13. The position is properly classified in the Engineering Group, GS-0800. This standard covers all classes of positions the duties of which are to advise on, administer, supervise, or perform professional, scientific, or technical work in engineering research, in the investigation or development of engineering projects, or in the development, design, construction, inspection, production, application, standardization, test, operation or maintenance of engineering facilities. The series definition adequately describes the position under evaluation, since the duties and responsibilities entail every aspect of planning, design and construction of multi-million dollar construction program(s) assigned to the Construction Management Branch (CMB). The construction program(s) include projects that employ broad applications of architectural and engineering theories and practices.

The titling practices are not specifically addressed in the standard; however, the basic principles for titling positions are implied, based on information derived from the U.S. OPM Introduction to the Position Classification Standards. The standard states that, the series assigned to a position is represented by the primary work of the position, highest level of work performed, and the paramount qualifications required. In this case, the primary work and paramount qualification requirements of this position is best described as an Engineer, whose primary responsibilities are to oversee and manage every aspect of the planning, design and construction of a multi-million dollar construction program. This function includes managing the various Sections of the Branch, the administrative and unique technical problems that are encountered with major renovation and construction projects.

The title of Engineer requires practical application of basic scientific principles fundamental engineering concepts and terminology, the units of measurement, and their interrelationship throughout all branches of engineering and a thorough understanding of engineering techniques

and methods that are gained from four (4) years of engineering training from an accredited college or university. These requirements are critical to the successful performance of the subject position, thus the title of Engineer is appropriate.

The OPM PCS for the Industrial Engineering Series was used to evaluate the nature and variety of work, nature of available guidelines used to perform the work, nature of supervisory control exercised over the work, mental demands, purpose and nature of person-to-person work relationships, nature and scope of recommendations, decisions, commitments and conclusions made to ensure that the level of work, professional knowledge, abilities and qualifications are consistent with the requirements of the standard. As Branch Manager of the Construction Management Branch (CMB), the incumbent is responsible for all aspects of planning, design and construction of multi-million dollar construction programs assigned to the CMB. The facilities and systems being built are complex and unique to the NIH research setting. The problems encountered are often unique and require innovative solutions. The duties and responsibilities compare to the GS-13 level of the PCS for Industrial Engineering Series.

The application of the General Schedule Supervisory Guide is appropriate since the position evaluated relies on the accomplishment of assignments through the direction of others and occupies at least twenty-five (25) percent of the major duties of the position. The grade level criteria are based on the evaluation of program scope and effect, organizational setting, supervisory and managerial authority exercised, personal contacts, difficulty of typical work directed and other conditions considered in assigning points as described in the General Schedule Supervisory Guide (GSSG).

Conclusion: Supervisory Engineer, GS-0801-13

Factor 1 - Program Scope and Effect	Level 1-3	550 points
Factor 2 - Organizational Setting	Level 2-2	250 points
Factor 3 - Supervisory and Managerial Authority Exercised	Level 3-2	450 points
Factor 4 - Personal Contacts/Purpose of Contacts	Level 4A-2 Level 4B-2	50 points 75 points
Factor 5 - Difficulty of Typical Work Directed	Level 5-7	930 points
Factor 6 - Other Conditions	Level 6-3	975 points
	Total Points: 3280 =	**13**

Supervisory Engineer
GS-801-13

INTRODUCTION:

This position is located in the Office of Research Facilities Development and Operations (ORFDO), Office of the Director (OD), National Institutes of Health (NIH), Department of Health and Human Services. The ORFDO employs a staff of approximately 602, including professional, scientific, administrative, technical, trades, and support positions. The ORFDO is primarily responsible for planning and directing services that provide master planning; capital facility project management; real property management, including architecture and engineering, maintenance, space and facility management; and, the acquisition of architecture and engineering services, leasing, construction, and facility maintenance and operations related services. In addition to its main campus covering over 300 acres in Bethesda, Maryland, NIH has research facilities throughout Montgomery County, MD; in Baltimore and Frederick, MD; in Research Triangle Park, NC; and, in Hamilton, MT. The types of facilities used by NIH are diverse and consist predominantly of special purpose space such as hospitals, multi-disciplinary clinics and biomedical research laboratories, and facilities that house computers, animals, unique testing devices, as well as general office and support space.

The Construction Management Branch (CMB), Division of Property Management (DPM), ORFDO provides architectural, engineering and construction management services required for planning, designing, constructing, altering, renovating, improving and repairing NIH facilities, through in-house resources or contracts with A/E and construction firms. In addition, the CMB is responsible for monitoring and reporting progress of projects under its purview against approved programs of requirements, budgets, and schedules. Other related functions of the Branch include managing projects under its purview to successful completion by implementing project controls and risk management strategies to minimize variance from approved programs of requirements, budgets, and schedules.

MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent serves as Branch Manager of the Construction Management Branch (CMB), Division of Property Management (DPM). The incumbent is responsible for all aspects of planning, design and construction of multi-million dollar construction program assigned to CMB. The facilities and systems to be built under these programs are typically complex and often unique to the NIH research setting. The research activities of the NIH require utility systems and facilities that often entail unique problems and innovative solutions. At the same time, projects involve broad application of architectural and engineering theory and practice. Overall success of these projects is of the utmost importance to the NIH. The incumbent must apply management skills to successfully carry out these duties.

The incumbent has frequent contacts with Institutes / Centers / Division Directors, Scientific Directors, and Branch Chiefs and other senior executives of the NIH regarding the planning and execution of major renovation and construction programs. The incumbent must deal with supervisory duties of the branch as well as budgetary and technical programmatic issues of projects.

Specific responsibilities of the Branch Manager include:

- Serving as the liaison between the CMB and the IC's and the Government Representative(s). This involves balancing project needs, programmatic needs, available funding, manpower, setting priorities among projects, and keeping a balanced workload between the teams reporting to him/her.
- Planning and developing requirements, procedures, and directives necessary for carrying out new and renovation construction projects. The Branch manager is responsible for proper distribution of work between the project teams.
- Anticipating and resolving conflicts that may arise in compliance with the project design, bid, and construction documents. If disputes arise regarding the design or construction contract issues (i.e. payment or claims), the incumbent, with the advise of project technical staff, contracting officer and legal counsel, is responsible for determining the most favorable course of action.
- Maintaining close watch on the progress and status of several hundred ongoing facility projects and taking appropriate action to ensure that progress and schedules of the projects are not hampered. This includes monitoring of schedule and cost of major projects for excessive cost over-runs or claims. The incumbent needs to establish reporting systems to assure timely notification is provided to the Government representative of any deviation from original budget or schedule.
- Managing the Extramural Facilities Grant Program's overall yearly budget and schedule requirements for the technical review and assures that appropriate resources are identified to conduct the reviews in the appropriate time frame.
- Overseeing personnel matters for the section including, but not limited to, evaluation of employees' work performance, initiation or review of requests for promotion, recruitments, awards, disciplinary actions, separations, training, details, reassignments, and leave. Incumbent appropriately addresses grievances and / or complaints in a timely fashion and at lowest level of the organization. Training plans are developed with each employee of the section to assure the highest level of effectiveness for the organization and the career development for the employee.
- Formulating the branch's operating budget proposal for the year, justifying the proposal through the budget process, and managing the resulting budget award throughout the fiscal year. Status of funds reports, including commitments and obligations, must be rigorously monitored and tracked for proper use of operating funds.
- Furthering the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objectives and y adhering to nondiscriminatory employee practices in regards to race, color, religion, sex, national origin, age, or hardship. Specially, as supervisor, the

incumbent initiates nondiscriminatory practices and affirmative action for the area under his/her supervision in the following areas:

- Merit promotion of employees and recruitment and hiring of applicants
- Fair treatment of all employees
- Encouragement and recognition of employee achievements
- Career development of all employees
- Full utilization of employee skills

The incumbent, in conjunction with his/her supervisor, develops and affirmative action plan that includes objectives and goals; and monitors and periodically assesses progress. Seeks out and utilizes available resources, including appropriate personnel generalists/specialists, EEO specialists, and training resources in conducting these responsibilities. Incumbent will be appraised on the effectiveness of his/her performance.

The following factors provides further information about the position:

Factor 1 - Knowledge Required

Advanced professional knowledge of the theories, principles, practices, and techniques of organizational management for facilities planning, design, construction, and analysis.

- Comprehensive knowledge, skill, and ability to oversee the planning, budgeting, and tracking process for the design and construction of multi-million dollar programs comprised of many small and large scale projects.
- Ensures that the project plans prepared in the branch meet the needs of the NIH. Strict adherence by the incumbent to the requirements of the CMB Quality System Manual (QSM) is essential. Incumbent must perform all work in compliance with the CMB QSM strictly following its policies, procedures, and requirements concerning procedural documentation and internal and external audits.
- Ensures the Contracting Officers and the IC representatives are satisfied with the quality of design and construction. Resolve any issue regarding arising from surveys of customers and take corrective action.
- Ability to prepare presentations material and present these to NIH management and customers for projects design and construction.
- Comprehensive knowledge of construction contract law, Federal procurement policies and procedures, and financial management.

Factor 2 - Supervisory Controls

The incumbent serves under the general direction of the Director of the Division of Property Management (DPM), Office of Research Facilities; works independently, using his/her initiative to maximize the effectiveness and success of the branch. The incumbent actions are technically authoritative and administratively appropriate. The incumbent keeps the Director of DPM informed on programs and projects progress and identifies any potentially controversial issues with far-reaching implications.

Performance is judged by demonstrated professionalism through the effective accomplishment of projects and success in meeting NIH mission goals and objectives.

Factor 3 - Guidelines

In addition to standard engineering references, guidelines are broadly stated agency regulations and policy statements. Much of the work involves policy matters or deals with coordination of programs or projects for the design and construction of biomedical research facilities, and Federal budget and procurement policies as they apply to A/E and construction procurement are of primary concern. Personnel policy and regulations are also of routine and necessary concern for the accomplishment of program objectives. The incumbent must exercise considerable judgment and ingenuity in interpreting or adapting guidelines that do exist and developing new approaches when required. Additionally, as a recognized authority, the incumbent must exercise considerable judgment and ingenuity in interpreting existing guidelines and policies and developing new approaches when required.

Factor 4 - Complexity

The assignments are extremely complex, being initially conceptual in nature and at times extending in varied situations into planning, designing, scheduling and construction phases. There are often urgent assignments involving public exigency (e.g., rodent swine-flu virus development, AIDS research programs, etc.). The incumbent also represents CMB as the engineering contract expert over the full range of facility requirements from general planning through specific project completion. The IC facility programs involve the most sophisticated equipment and facilities and the latest in scientific and technological advances. Assimilating such advanced equipment and facilities into the aging building and infrastructure is an extremely complicated process.

Factor 5 - Scope and Effect

The incumbent's advice is accepted as authoritative and based on his/her advice, actions, and direction, new and altered facilities for the IC's are planned. The resulting facilities and all their ancillary attributes (i.e.: timeliness, budget, excellence of design, excellence of construction, innovativeness) have a direct bearing in the success of the programs carries our by the IC's occupying these facilities. Whether the program is patient care or medical research, the quality of the facilities has a direct effect upon the quality and results of the program.

Factor 6 - Personal Contacts

The personal contacts include but not limited to: IC Directors and Scientific Directors; Executive Officers; Senior Administrative Officers and other professional managers; physicians; researchers; facility maintenance staff; facility master planners; DPM management staff; ORF staff; A/E's and construction contractors staff.

Contacts require that the incumbent establish strong relationship with the IC's in an atmosphere of complete confidence such that the planning, design, and construction process can proceed without the repetitive need for additional contact.

Factor 7 - Purpose of Contacts

Contacts are to provide leadership, authoritative technical interpretations, and guidance in the area of program management as they relate to design and construction of biomedical research facilities.
Contacts within DPM and ORF will focus on design and construction related issues that involve establishment of policies, plans, scopes, programs, and budget estimates geared to meet the needs of the Government. The incumbent will then coordinate the program management activities required to meet these policies, plans, scopes, programs, and budget estimates.
Contacts NIH administrative and research personnel to determine scopes of work.

Factor 8 - Physical Demands

The work is usually sedentary and performed in an office environment, although travel to field installations involves a considerable amount of walking, climbing, and other forms of physical exertion associated with program evaluation activities.

Factor 9 - Work Environment

Work is normally performed in an office setting with some site visits to the laboratory and animal areas where bio-hazard exposure is common and some visits to mechanical equipment rooms and power plants where exposure to noise, high voltage and moving parts is common.